

**TOWNSHIP OF MONTAGUE**  
**Position Description –Clerk Administrator**  
**(Under Review)**  
**August 2017**

**Position Title:** Clerk Administrator  
**Reporting To:** Council

**PURPOSE OF POSITION**

The purpose of the position of Clerk is to:

- Fill the statutory requirements of the Municipal Clerk
- Serve Council as its corporate secretary and principle policy advisor
- Liaise between the public and Council
- To assume other duties as directed by Council
- Serve as Returning Officer for municipal elections
- Serve as the Township's information technology specialist and records manager.
- Provide for the delivery and development of Human Resources

As Administrator provides leadership and administration of the municipalities' affairs in accordance with policies established by Council.

**MAJOR RESPONSIBILITIES**

**1. Municipal Administration**

Ensures that meetings of Council are held in accordance with the Municipal Act, other relevant Acts and corporate By laws.

Coordinates information for meetings of Council, Committees and other Public meetings, including liaising with department heads.

Prepares reports, recommendations and bylaws and attends all Council, Committee and Public Meetings as Municipal Clerk and Department Head.

Makes presentations and provides advice/guidance on municipal legislation, bylaws, rules of procedures for meetings, corporate agreements etc.

Prepare, distribute and maintain documents of Council and committees including agendas, minutes, reports, correspondence and background material for Council and committee meetings; takes and prepares minutes of Council and committees.

Coordinate and maintain corporate policies and procedures; draft policies and administrative procedures for Council review.

Makes recommendations and provides advice to Council on corporate direction, policy and programs, service levels, legislative and corporate matters and

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ensures Council is advised in a timely manner of critical issues affecting municipal operations, projects, financial and planning matters.

Negotiates various agreements and contracts on behalf of the Municipality in accordance with Council's policies, procedures and directions.

Act as a Commissioner of Oaths.

Fosters proactive, effective and professional relationships with Council members, the general public, as well as the Municipality's solicitor, auditor, and officials of provincial and federal government departments and agencies and other municipalities.

Monitors trends, best practices and developments and undertakes research in municipal government for possible application to the Municipality.

Develop corporate strategic plans, annual departmental goals and objectives and measures outcomes annually.

### **Statutory Compliance**

Perform the statutory duties of the clerk under the Municipal Act and other provincial legislation.

Act as Registrar for marriages, births and deaths according to the Vital Statistics Act.

Conduct municipal elections in accordance with the Municipal Elections Act.

Ensure compliance with the Accessibility for Ontarians with Disabilities Act.

Perform the roles and responsibilities of the clerk under the Line Fences Act.

Serve as the Lottery Licensing Officer.

Coordination of projects under the Drainage Act.

### **Communications**

Respond to inquiries from the public and deal with complaints using tact and judgment; refer inquiries to other staff as appropriate.

### **Records Management Services**

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Oversee the maintenance of the Township's inventory of records (electronic and hard copy); establish policies and procedures for records management ensuring compliance with privacy and retention legislation.

**2. Information Technology Services**

Provide information technology services to support all Township operations; provide advice to other staff on the best method of utilizing software and hardware to maximize productivity; provide instruction and guidance to staff in the use of software and hardware; consult with IT specialists from the County as required; oversee the work of independent service contractors to ensure that services are provided in accordance with contract requirements.

Maintain and update the Township's website in conjunction with other administrative staff.

**3. Human Resources**

Provide functional or technical guidance to peers and all Township employees and managers in the use of computer hardware and software.

Coordinates the delivery of Health and safety programs and policies.

Provides direct administrative guidance to all municipal departments consistent with the policy directions approved by Council.

Leads and facilitates regular meetings of staff to establish direction, teamwork and effective communications, develop strategy, make decisions, formulates goals and objectives, formulate policies and procedures.

Fosters positive employee/employer relations and a productive workplace environment

Conducts performance appraisals for management and direct reports and provides recommendations for merit increases.

**4. Financial Resources**

Provide input into budget or funding proposals by conducting cost benefit research on proposed acquisition of hardware, software and other expenditures, as assigned.

**5. Material Resources**

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Responsible for the operation, maintenance and security of Township hardware and software.

Responsible for the care, maintenance and security of all manual and electronic records.

Ensure the maintenance and confidentiality of information and release of approved information.

**6. Other Responsibilities**

Conduct special research projects and perform other related duties as assigned by the Council.

**SKILL AND EFFORT**

**1. Knowledge**

Thorough knowledge of administrative practices and procedures and municipal operations and legislation, normally acquired through post-secondary education plus the successful completion of the AMCTO's Municipal Administration Program.

Strong communication skills to read and write correspondence and reports from drafts, prepare draft by-laws, procedures, correspondence, etc.

Good time management and organizational skills.

Knowledge of records management requirements and related municipal and information legislation.

Knowledge of computer hardware and numerous software applications at an advanced level.

Ability to respond to inquiries from the public and deal with complaints in a positive, professional manner using tact and judgment.

**2. Physical Skill and Effort**

Requires manual dexterity to operate computer to input and retrieve data accurately and quickly for high duration.

Must be able to commit to working additional hours or when deemed necessary to meet deadlines.

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**3. Decision Making and Judgment**

Decisions may impact on the overall administrative operations. Errors in recording and communicating decisions made by Council can impact on the image and liability of the Township and its relationships with the public, staff and other agencies.

**4. Interpersonal Skills/Contacts**

**Internal**

Work requires co-ordination, co-operation or joint effort with Council, the, department heads and other staff to accomplish objectives.

**External**

Provides explanations and advice to the public and/or other staff members and Council and responds tactfully to complaints.

Meets with counterparts in other municipalities and governments to obtain or exchange information.

**WORKING CONDITIONS**

**1. Environment**

Works in office environment, meeting changing deadlines and requirements with interruptions from the public and staff.

**2. Control over Works Schedule**

Attends evening meetings and the occasional requirement to work additional hours to meet peak workload demands.